

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Département of Finance/BSO
915 L Street
Sacramento, CA 95814

Employee Name	MATOSANTOS, Ana
Expense Dates	01/19/10-01/21/10
Total Expense Amount	661.75
Amount Due Employee	192.35
Form ID	TEA000596705

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 01/19	O/S Taxi Fare	62.00	
2) 01/21	O/S Taxi Fare	20.00	


10 FEB 16 PM 4:06
DEPARTMENT OF FINANCE
TRAVEL SERVICES

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

I have reviewed the following documents.
/s/ Fred Klass

Approved
by:



approved
2/17/10

Travel & Expense Account Summary

Employee Name Ana MATOSANTOS
Expense Dates 01/19/10-01/21/10
Report Name January 2010

Request Total \$ 661.75
Direct Charge Total - 469.40
Travel Advances - 0.00
Net Due Employee = 192.35

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Wash DC 1-19	661.75

NOTE: (d)=Direct Charge

DATE	Tue Jan 19	Wed Jan 20	Thu Jan 21							TOTAL
O/S Mileage Personal Auto	12.00		12.00							24.00
O/S Commercial Air Fare (d)	469.40									469.40
O/S Taxi Fare	62.00		20.00							82.00
O/S Breakfast		6.00	6.00							12.00
O/S Lunch		10.00	10.00							20.00
O/S Dinner		18.00	18.00							36.00
O/S Incidentals		6.00	6.00							12.00
O/S Internet Charges		3.28								3.28
O/S Photocopies		3.07								3.07
TOTALS \$	543.40	46.35	72.00							661.75

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Wash DC 1-19	01/19/10	O/S Mileage, Personal Auto	12.00	Cash
Regular Travel	Wash DC 1-19	01/19/10	O/S Commercial Air Fare	469.40	Direct Charge
Regular Travel	Wash DC 1-19	01/19/10	O/S Taxi Fare	62.00	Cash
Regular Travel	Wash DC 1-19	01/20/10	O/S Breakfast	6.00	Cash
Regular Travel	Wash DC 1-19	01/20/10	O/S Lunch	10.00	Cash
Regular Travel	Wash DC 1-19	01/20/10	O/S Dinner	18.00	Cash
Regular Travel	Wash DC 1-19	01/20/10	O/S Incidentals	6.00	Cash
Regular Travel	Wash DC 1-19	01/20/10	O/S Internet Charges	3.28	Cash
Regular Travel	Wash DC 1-19	01/20/10	O/S Photocopies	3.07	Cash
Regular Travel	Wash DC 1-19	01/21/10	O/S Mileage, Personal Auto	12.00	Cash
Regular Travel	Wash DC 1-19	01/21/10	O/S Breakfast	6.00	Cash
Regular Travel	Wash DC 1-19	01/21/10	O/S Lunch	10.00	Cash
Regular Travel	Wash DC 1-19	01/21/10	O/S Dinner	18.00	Cash
Regular Travel	Wash DC 1-19	01/21/10	O/S Incidentals	6.00	Cash
Regular Travel	Wash DC 1-19	01/21/10	O/S Taxi Fare	20.00	Cash